

The City College, Board of Governors Meeting: 29/05/20/ Start time: 12:17pm/End time: 1:30 pm/Venue: Online – Microsoft Teams

Present: Uroy Clarke (Chair), Tasneem Riaz (Director), Raj Bhadri (Employer), Mike Potter (External), Collin Chikwana (Alumni), Joshua Mancini (Student), Susan Riaz (Secretary)

Naweed Riaz (Staff, legal advisor, in attendance)

Item	Key points raised	Actions	Who?	When?
1) Apologies	Apologies received - none	None	N/A	N/A
2) Welcome	UC welcomed members to meeting and thanked them for making the effort to use Microsoft Teams to meet online.	None	N/A	N/A
3) Minutes of Previous Meeting	<p>Minutes circulated electronically to Board members before meeting. UC mentioned some points, from the last meeting, in the minutes that he wished to clarify:</p> <p>Asked whether staff had declared outside interests. TR replied that paperwork was in office but had been circulated to staff.</p> <p>UC also asked whether Board had agreed voting rights. TR stated that voting rights are equal for all members. Agreed by members.</p> <p>UC further questioned point from last meeting concerning liability of graduate students. TR replied this had been clarified and there is no insurance liability for graduates using premises.</p> <p>UC also questioned committee structure chart. TR said this has been updated and an updated version sent to members.</p>	<p>None</p> <p>Committee Structure Chart updated</p>	N/A	N/A

	Minutes Approved by Board.			
4) Matters Arising	New Chair: UC formally approved as new Chair of the Board of Governors. Unanimous agreement by Board.	None	N/A	N/A
	<p>Covid-19 update: TR gave an update on the College moving to online teaching due to the recent pandemic.</p> <p>TR informed Board that College was aware of news of the pandemic in late Feb/early March. Before the lockdown, by the 18th March, 2020, the College moved to online teaching for all students and College premises closed.</p> <p>During this period, there have been some minor technical issues, but overall, online teaching has worked well. TR admitted she was concerned about CCA students at first, due to the practical nature of their course, but has concluded that they have adapted well. This was confirmed during the recent BAAB re-accreditation inspection, when feedback from the BAAB inspector's was that they were impressed with how quickly, and smoothly, CCA was Oup and running online. Indeed, the whole inspection took place online. Also, a student survey was given out to all students recently and the response about online teaching and support was very positive.</p> <p>However, TR did report that the practical parts of the ACC/Tui Na courses cannot happen until the College premises are re-opened.</p> <p>MP enquired who will inform the College about when TCC can continue with practical teaching.</p> <p>TR informed the Board that the government and Office for Students (OfS) will give further guidance for reopening and face to face teaching.</p> <p>UC asked whether re- opening the building will cause problems.</p>	<p>Board to be appraised if any major changes before next meeting. If not, update at next meeting.</p> <p>TR to try to source PPE for students/staff when premises reopen.</p>	TR	Update at next meeting

	<p>TR said it will be logistically difficult. It has been suggested that the clinic might run in the summer to allow third years, in particular, to catch up with their clinic hours in order to graduate. The premises being closed is less of an issue for HND students and other ACC years, but the third year ACC student's need to complete their clinic hours in order to graduate. TCC is waiting for guidance from OfS and the British Acupuncture Council (BACc) and they will need to buy appropriate PPE.</p> <p>MP agreed that there will be issues. He thought that a summer clinic was optimistic and saw September or January were more likely. He pointed out that local council's 'lump' acupuncture with tattooists and that neither are allowed back to work at the present time.</p> <p>UC agreed that practical work will not be likely to happen until Sep/Jan.</p> <p>TR mentioned she had been talking to the Tui Na lecturer as Tui Na students have enquired whether they can treat each other, or family members, in order to complete their clinic hours, and graduate. TR thought patients will be reluctant to use public transport. She further mentioned that, once it is safe to be back in the premises, she is thinking of purchasing a contactless temperature thermometer, face masks, sanitizer, etc. to protect current students and staff. She reported she is struggling to find stocks of such items and mentioned that the BACc have sent a possible list of suppliers.</p> <p>NR stated that the College has a duty of occupier liability laws, as well as indemnity insurance issues. Need to take steps to ensure safety.</p> <p>TR says that will assess guidance, as provided, to enable building to open, while ensuring social distancing, etc.</p>			
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<p>5) Fire Training</p>	<p>It was mentioned in the previous Board of Governors meeting that staff were planning to do fire marshal training.</p> <p>TR reported that training was carried out for admin staff before lockdown on the 18th February 2020. All admin staff participated and had a fire certificate. Therefore, if fire marshals are required for each floor of the building this will be possible.</p>	<p>None</p>	<p>N/A</p>	<p>N/A</p>
<p>6) Office for Students</p>	<p>TR provided a report on the situation regarding Registration with the Office for Students, including the KPMG report and QAA Quality and Standards draft report.</p> <p>TR reported that the QAA draft report passed TCC in all requirements with High Confidence. As TCC has passed the QAA report with high confidence, the College is now awaiting a decision from the OfS on Registration.</p> <p>TR stated that the OfS would not share the response from KPMG but stated they would have further questions. However, they have not come back, and the delays have been extensive.</p> <p>UC mentioned that the QAA report being very positive would, hopefully, give the College some weight with the OfS.</p> <p>TR mentioned that there were questions in the KPMG report about the Board of Governors being relatively new but said that the Board of Directors did everything before the BoG was set up.</p> <p>UC questioned whether TCC needs to take this further? The College needs to be concerned about sustainability of operations. Should we make a complaint?</p> <p>TR replied that she has emailed, and chased, the OfS for a response. May write a letter of complaint if email gets no positive answer.</p>	<p>To write a letter to OfS if emails receive no response about registration. .</p>	<p>TR/NR</p>	<p>Update at next meeting. Board to be appraised if there is a decision regarding Registration before next meeting.</p>

	<p>MP said that, as the lockdown is slackening, the OfS should be going back to work and a polite nudge might be an idea.</p> <p>NR said that had already been done.</p> <p>TR confirmed that she had sent another email the previous week. She stated that delays are putting the College's sustainability at stake. TCC needs to recruit new students and does not wish to give up HND courses.</p> <p>Covid-19 has brought University providers, 'to their knees,' with the sector asking for financial aid.</p> <p>TR suggested that the University sector have only had two months of these financial issues, but TCC has now had fourteen months without being able to recruit. The OfS do not need to have face to face meetings and, indeed, the BoG's were meeting online today.</p> <p>UC confirmed that the Board will take NR's advice. He suggested that emails and letters provide a good audit trail and will support the case that TCC has been trying to contact the OfS and had no response.</p>			
<p>7) Possible other candidates for BoG</p>	<p>UC asked whether anything has been decided about inviting new Board Members?</p> <p>TR suggested that the situation with Covid-19 had put such business on hold.</p> <p>UC agreed that he was waiting until after the current crisis, but that he has</p>	<p>CV's for possible new Board Members to be provided</p>	<p>UC/RB</p>	<p>Update at next meeting.</p>

	<p>two individuals in mind. He suggested that members do need to think of growing the Board.</p> <p>RB stated that he also knows someone with good experience.</p> <p>TR asked for candidates to provide CVs for consideration.</p>			
8) Strategic Plan/Risk Register	<p>Discussion and update on action in events of delayed/denied OfS registration</p> <p>TR stated that this is the over-riding concern of TCC at the moment. The College has not yet received Registration and cannot recruit.</p> <p>Acupuncture courses still have ability to recruit, but the current pandemic has caused an issue, meaning that the College will only have one intake, rather than the planned two groups in September. This is to ensure that there is enough room for social distancing. If things go well, there will possibly be a second intake in Spring, 2021.</p>	To continue ACC with one intake in Sep 20 and to consider a further intake in Spring 21 depending upon circumstances in terms of the pandemic	TR	Update at next meeting.
9) Update on Acupuncture BAAB re-accreditation	<p>TR reported that the College has already had a draft report from BAAB after the online re-accreditation inspection on the 18/19/20 May. Very positive and the College replied to the report yesterday. Only condition was that there should be a second clinic space by 2021. This had been in refurbishment plans and a new clinic is planned by Sep 2021.</p> <p>BAAB reported they were impressed by online teaching.</p> <p>MP stated that the meetings he was part of went well.</p> <p>UC also stated that the response from CCA students was good.</p> <p>TR confirmed that students were happy and spoke highly of the College. She further stated that she had a meeting with CCA students yesterday and they were happy. Most students just concerned about when they can return to college. Asked UC about the university where he worked.</p>	Board Members to read draft report by BAAB	TR	Report to be sent to all Board Members ASAP

	<p>UC replied that the Uni where he works is targeting September as likely opening date. Want to apply blending learning in the future, as it is cost effective and easier, in terms of social distancing, not to have all cohorts of students in premises at the same time.</p> <p>TR replied that TCC is thinking along the same lines. Teaching online is easier for HND students than CCA students, but they have all coped with changes very well. May need to combine blended learning in the future and that she needs to apply to Pearson to endorse distance learning.</p> <p>For CCA courses, TR further stated that CCA will be running a virtual open day in the near future and will be considering recruiting and advertising with other members of staff.</p>	<p>Apply to Pearson to endorse blended learning</p> <p>Virtual Open Evening for CCA</p>	<p>TR</p> <p>TR/CCA admin</p>	<p>Update at next meeting</p> <p>Update at next meeting</p>
10) Student Matters	<p>UC asked whether there were any student matters to be considered.</p> <p>JM replied that he had none.</p>	None	N/A	N/A
11) Any other Business	<p>TR reported that GM, from College x) had bequeathed some of his books to the College library</p> <p>RB asked whether, if he found premises, would TCC consider running a satellite setting to run courses?</p> <p>TR stated that CCA is not just a matter of premises and students, but you need a very good teaching team. She agreed that, moving forward, it would be good to expand. Currently, CCA is the only college in London offering</p>	<p>To arrange collection of books</p> <p>To discuss issue of expansion/ Satellite premises at later date.</p>	<p>NR</p> <p>TR/RB</p>	<p>To be placed in library when building re-opened.</p> <p>At future date</p>

	<p>ACC courses. There would need to be a lot of planning.</p> <p>UC asked whether RB would also be thinking of HND courses.</p> <p>RB stated that yes, he was.</p> <p>TR mentioned that students would like to treat in another location for experience.</p> <p>MP pointed out that satellite clinics would need BAAB approval, as well as registration and inspection. However, he agreed it would be a good idea and useful for students.</p> <p>TR stated that the most pressing issue at the moment is OfS registration and re-opening the College premises.</p>			
<p>12) Next meeting</p>	<p>TR suggested 31st July 12-2pm for next meeting. Board members agreed.</p> <p>TR stated the Board may need an emergency meeting if anything urgent happens regarding either the pandemic or OfS registration. If so, she will contact the Board members.</p>	<p>Next meeting date agreed</p>	<p>TR</p>	<p>31/07/2020 12-2pm</p>